



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

IN REPLY REFER TO

4000.1E  
Ser 92TM3/1295  
12 MAY 1997

### SEA92T STANDARD OPERATING PROCEDURES (SOP) NO. 05

From: Director, Submarine Hull Mechanical and Electrical  
Engineering Management Division (SEA92T)

Subj: SEA92T PERFORMANCE MONITORING TEAM SUPPORT AND TEST  
EQUIPMENT LOGISTICS SUPPORT PLAN

Encl: (1) SEA92T Performance Monitoring Team Support and Test  
Equipment Logistics Support Plan, January 1997

1. Purpose. To issue revised SEA92T Performance Monitoring Team  
Support and Test Equipment (S&TE) Logistics Support Plan.

2. Cancellation. SEA92TINST 4000.1E letter only dated 27 Jan 97.  
Changing document from an instruction to a Standard Operating  
Procedure with CAPT Wegner's concurrence 12 May 97.

3. Discussion. The Submarine Performance Monitoring Program  
(PMP) was established by CNO as a prerequisite for conducting  
Submarine Extended Operating Cycles (SEOCs). The number, variety  
and complexity of S&TE employed in the Submarine PMP, in support  
of the Performance Monitoring Teams (PMTs), is substantial.  
Experience has been gained in equipment maintenance, repair,  
calibration, training, replacement and other requirements.  
Enclosure (1) contains procedures, duties, responsibilities and  
funding considerations which will provide for the orderly  
execution of a comprehensive program to assure that PMT S&TE is  
always available and ready to use where needed in carrying out  
Submarine PMP operations.

#### 4. Action

a. All personnel involved in any way with SEA92T PMT Support  
and Test Equipment will:

(1) Comply with provisions of enclosure (1).


(2) Recommend changes to the SEA92T Documentation,  
Training and Test Equipment Branch to make the plan more  
effective, whenever deficiencies are detected or whenever new  
ideas emerge.

b. The SEA92T Documentation, Training and Test Equipment  
Branch is responsible for coordinating the review of changes  
recommended to enclosure (1) and for developing change  
distribution.

c. A copy of this instruction shall be placed in the SEA92T Directives Binder. The enclosure may be separately stored in the same location as the associated binder.

  
B. J. WEGNER

Distribution:

SEA92T Directive Binder   
SEA92T, 92T0  
SEA92T1, T11, T12, T13, T14  
SEA92T2, T21, T22, T23, T24, T25  
SEA92T3, T31, T32, T33  
SEA92I, SEA92TM, M1, M3, M34, M35, MX

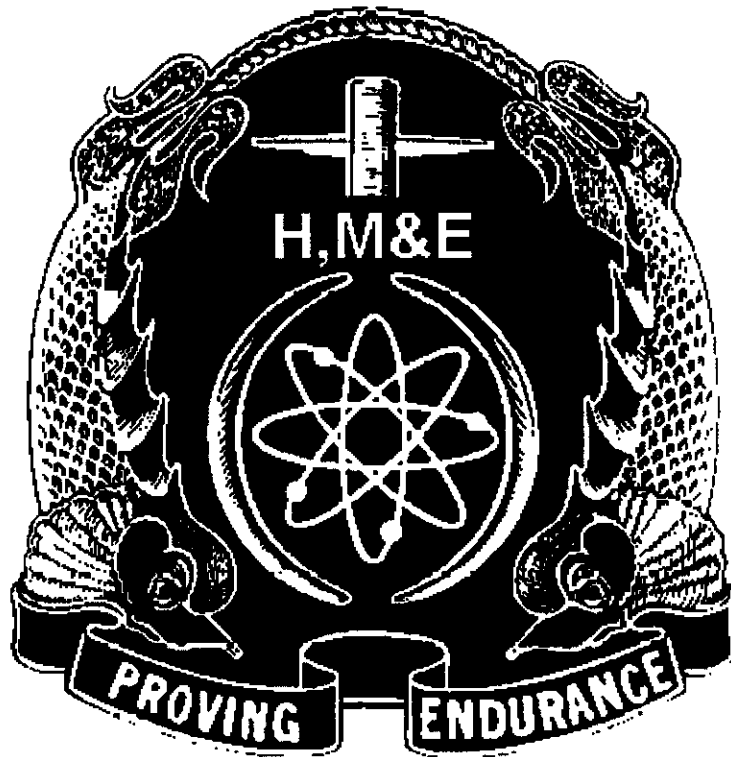
Copy to: (2 ea)

COMSUBRON ONE SMMS Team  
COMSUBRON TWO SMMS Team  
COMSUBRON EIGHT SMMS Team  
COMSUBRON ELEVEN SMMS Team  
COMSUBRON SEVENTEEN SMMS Team  
COMSUBRON TWENTY SMMS Team  
PMT NPTU  
NSWCCD-SSES, Philadelphia (CODE 1433)  
NSWC, CRANE DIV (CODE 7055)  
NISE EAST MODULAR MAINTENANCE FACILITY

# PERFORMANCE MONITORING TEAM

## SUPPORT AND TEST EQUIPMENT

### LOGISTIC SUPPORT PLAN



SUBMARINE HULL, MECHANICAL AND ELECTRICAL  
ENGINEERING MANAGEMENT DIVISION

**JANUARY 1997**

Distribution Statement B.

Distribution authorized to U.S. Government agencies; fiscal policy, 12/31/96.

Other requests for the document must be referred to SEA 92T.

# SEA92T TECHNICAL MANUAL CERTIFICATE SHEET

The Identification Number: 4000-SMMS-LSP  
Publication Date: January 1997  
Revision Number: 1E

Title: SEA92T Performance Monitoring Team Support and Test  
Equipment Logistics Support Plan, SEA92T Instruction  
4000.1 series

Purpose of Change/Revision: To reflect changes in procedures and  
the reorganization of SEA92T

Revision Number Superseded: PMS390INST 4000.1D

## CERTIFICATION STATEMENT

This is to certify that the responsible SEA92T codes have  
reviewed the manual revision for managerial direction,  
acquisition compliance, technical coverage and printing quality.  
This form is for internal SEA92T use only, and does not imply any  
policy or contractual changes outside of SEA92T.

### SEA92T SIGNATURES RESPONSIBILITY

	NAME	SIGNATURE	CODE	DATE
TECHNICAL	<u>J.C. Sella</u>	<u>J.C. Sella</u>	<u>92TM35</u>	<u>2/3/97</u>
SUPERVISOR	<u>R.M. Butler</u>	<u>R.M. Butler</u>	<u>92TM3</u>	<u>1/29/97</u>
PRINTING RELEASE	<u>S.C. Austin</u>	<u>S.C. Austin</u>	<u>92TMX</u>	<u>1/29/97</u>

RECORD OF CHANGE PAGE

DATE	CHANGE NUMBER	PERSON ENTERING CHANGE	PAGES EFFECTED

## LIST OF EFFECTIVE PAGES

PAGE NUMBER	CHANGE IN EFFECT
Title Page	Original
i through iv	Original
I-1 through I-4	Original
II-1 through II-35	Original
A-1 through A-3	Original

## TABLE OF CONTENTS

### SEA92T TECHNICAL MANUAL CERTIFICATION SHEET

RECORD OF CHANGES . . . . .	i
LIST OF EFFECTIVE PAGES . . . . .	ii
TABLE OF CONTENTS . . . . .	iii

## SECTION I

I	POLICY AND GENERAL SUPPORT CONCEPTS . . . . .	I-1
I.A	PURPOSE . . . . .	I-1
I.B	APPLICATION . . . . .	I-1
I.C	SUPPORT . . . . .	I-1
I.D	MAINTENANCE CONCEPTS . . . . .	I-4

## SECTION II

II	MANAGEMENT DIRECTION . . . . .	II-1
II.A	AUTHORIZATION . . . . .	II-1
II.B	REQUIREMENTS . . . . .	II-1
II.C	RESPONSIBILITIES . . . . .	II-1
II.D	ACCOUNTABILITY . . . . .	II-2
II.E	INVENTORY CONTROL . . . . .	II-3
II.F	BUDGETING . . . . .	II-10
II.G	FUNDING . . . . .	II-11
II.H	PROCUREMENT . . . . .	II-16
II.I	SUPPORT AND TEST EQUIPMENT SELECTION . . . . .	II-22
II.J	S&TE REPAIR/MAINTENANCE REPORTING . . . . .	II-23
II.K	PMT ROTATABLE POOL . . . . .	II-24
II.L	TECHNICAL DOCUMENTATION . . . . .	II-24

II.M	CALIBRATION . . . . .	II-26
II.N	SUPPLY SUPPORT . . . . .	II-28
II.O	MATERIAL SURVEY . . . . .	II-30
II.P	TRAVEL . . . . .	II-31
II.Q	TRANSPORTATION . . . . .	II-32
II.R	CONTROLLED EQUIPAGE . . . . .	II-34
II.S	STORAGE . . . . .	II-34

#### APPENDIX A - LIST OF ACRONYMS



## I. POLICY AND GENERAL SUPPORT CONCEPTS

### A. PURPOSE

The Logistic Support Plan (LSP) provides procedures for identifying, procuring and logistically supporting Performance Monitoring Team (PMT) Support and Test Equipment (S&TE) and Logistic requirements. Implementation of this plan assures that the PMTs have the S&TE to efficiently and effectively execute their mission. The LSP describes the interrelated elements of logistic support that apply to PMT S&TE used in this program and does not alter or supersede requirements as directed by other authorities.

### B. APPLICATION

The LSP applies to SEA92T and all associated PMTs. All PMT S&TE procurement and support actions must be accomplished in accordance with this plan. The LSP scope is based on the requirements of PMTs to accomplish submarine monitoring and adequately cover all usual and expected S&TE support actions. Special emergent situations pertaining to S&TE supply and support will be addressed on a case basis as they arise.

### C. SUPPORT

1. Each PMT is staffed, trained and equipped to perform all SEA92T testing and surveillance on the ship classes regularly assigned to operate from the applicable refit/upkeep facility. Provisioning of PMTs with documentation and S&TE to monitor visiting ships of other classes will be provided on a case basis from spares and assets held by other PMTs. To initiate this support, the PMT Leader should inform the Documentation, Training and Test Equipment Branch of SEA92T (SEA92TM3), by PMT Engineering Memorandum (PEM), of the planned visitor as early as possible. If a visitor is due on short notice, E-Mail notification may be used.

2. SEA92T maximizes the use of established organizations and facilities already providing support to monitored submarines and fleet units in general. In support of PMT S&TE, the following activities/organizations provide services as indicated:

- o NAVAL SUPPLY SYSTEM--Provides repair parts for National Stock System supported S&TE through the two storekeeper equipped PMTs (Norfolk and Pearl Harbor).

- o NAVAL SURFACE WARFARE CENTER (NSWC), Crane Division, CRANE, IN--Provides selected S&TE calibration and coordination services to SEA92T.
- o NAVAL SURFACE WARFARE CENTER, CARDEROCK Division, Ship Systems Engineering Station (NSWCCD-SSES) PHILADELPHIA, PA--Provides calibration, procurement, training, and maintenance support for flowmeters, thermal imaging and other SEA92T equipment.
- o NAVAL SURFACE WARFARE CENTER, CARDEROCK Division (NSWCCD), CARDEROCK, MD--The Structureborne and Airborne Noise Branch (Code 1927) provides calibration, repair, rotatable pool and consumable support for the SEA92T Vibration Monitoring Program (VMP) on Atlantic fleet submarines.
- o NAVAL SURFACE WARFARE CENTER, CARDEROCK Division (NSWCCD), BREMERTON Detachment, PUGET SOUND NAVAL SHIPYARD, BREMERTON, WA--Provides calibration, repair, rotatable pool and consumable support for the SEA92T Vibration Monitoring Program (VMP) on Pacific fleet submarines.
- o SUBMARINE INTERMEDIATE MAINTENANCE ACTIVITIES (IMAs) AND DEPOTS--Includes SUBMARINE TENDERS, BASES, REGIONAL MAINTENANCE SUPPORT FACILITIES--Provides an ordering and stocking point for consumable and repair parts, calibration/repair services for many S&TE items and receipt/distribution of monthly Test, Measurement and Diagnostic Equipment (TMDE) calibration recall schedules. Additionally, the TRIDENT Refit Facility (TRF) stocks Ready For Issue (RFI) S&TE for exchange with the BANGOR and KINGS BAY PMTs.
- o Modular Maintenance Facility, NISE-EAST, Charleston, SC--Provides selected S&TE repair and calibration as well as some fabrication and construction capability.
- o STRATEGIC WEAPONS FACILITY PACIFIC/ATLANTIC (SWFPAC/SWFLANT) BANGOR, WA, and KINGS BAY, GA--Provides RFI General Purpose Test Equipment (GPTE) for exchange with participating activities. Conducts calibration of GPTE beyond the capability of the TRF.

- o NAVY METROLOGY ENGINEERING CENTER (MEC), CORONA, CA-- Designates and revises calibration intervals for TMDE. The center also develops and approves calibration procedures for TMDE and associated standards. Approved procedures are listed in the Metrology Requirement List (METRL) NAVSEA OD 45845.

3. Every attempt will be made to provide standard test equipment to the PMTs. Use of standard equipment provides the following advantages:

- o A basis to establish equipment reliability.
- o Assurance that the submarine tender or equivalent refit facility can provide calibration and maintenance support which:
  - Decreases the possibility of equipment "lost in transit"
  - Increases equipment availability
  - Minimizes the addition of spare parts, technical documentation and test equipment to the Navy Supply System.
- o A basis for standard training of PMTs.
- o Maximum interchange of equipment between PMTs.
- o Provides the same results as ship's S&TE.

4. To maximize standardization, electrical/electronic test equipment shall normally be selected from MIL-STD-1364, Standard General Purpose Electronic Test Equipment, and/or NAVSEA 0910-LP-309-0000, Portable Electrical/Electronic Test Equipment Index and/or the Standard PMS Materials Identification Guide (SPMIG).

5. Test equipment that is either unique to the SEA92T Program or more advanced than that held by the supported ships will be provided to the PMTs. In these instances, SEA92T will assume Life Cycle Manager (LCM) responsibilities for this equipment until it either becomes standard Forces Afloat equipment or obsolete. In the case of TRIDENT, SEA92T is not limited to TRIDENT preferred equipment, as long as the equipment is provided by the PMT.

6. Support for PMT standard administrative materials and consumable items used to accomplish the submarine monitoring tasks will usually be provided through the squadron to which the PMT is attached. Administrative equipment unique to SEA92T tasks, such as computer equipment, will be provided by SEA92T. This requirement may be modified based on unique local conditions.

#### D. MAINTENANCE CONCEPTS

1. IMAs will be employed to the maximum extent possible to calibrate and repair test equipment. PMT manning is based on operational requirements; therefore, corrective maintenance on test equipment should not be performed by the PMT except for designated special test equipment and such minor repairs or replacements as power cords, equipment fuses, panel lamps, etc.

2. To centralize and consolidate control of test equipment supply and support functions, Norfolk, VA, has been designated as the east coast main control point for repairs and most procurements of test equipment for the PMTs. A Storekeeper (SK) is assigned to the Norfolk PMT and is designated the SEA92T Lead SK with another SK assigned to the PMT at Pearl Harbor, HI. The SK at the Norfolk PMT normally facilitates the repair/replacement of test equipment for SUBLANT PMTs and provides assistance and guidance to the SK at Pearl Harbor for support of SUBPAC PMTs. SK support includes shipping, receiving, tracking and payment for repair services/replacements when not available locally at each PMT through the IMA.

3. S&TE requiring repair or calibration at an off-site activity will be shipped as directed by SEA92TM3.

4. In some cases, arrangements will be made for repair or calibration of specific equipment at a location more convenient to the PMT or at an activity uniquely qualified to perform such services. SEA92TM3 will inform the PMTs of all such arrangements and will reconfirm them each time when informed that specific equipment is in need of support.

5. Atlantic and Pacific Fleet PMT SKs purchase new equipment through the local Naval Supply Centers when directed by SEA92T. SEA92T will provide funding to the Pearl Harbor PMT via COMSUBPAC and to the Norfolk PMT via COMSUBLANT for equipment repair, maintenance, and replacement. Tuition costs for SEA92T unique training and PMT travel are also funded out of this money.

## II. MANAGEMENT DIRECTION

### A. AUTHORIZATION

1. The major needs and uses for PMT S&TE are reflected in SEA92T Maintenance Requirements Cards (MRCs) which are the primary inputs for equipment authorization. The MRC provides a basis for the following functions:

- o Requirements validation
- o Equipment standardization
- o Equipment procurement/replacement funding
- o Justification for procurement of non-standard equipment
- o Establishment of test parameter measurement requirements

2. S&TE items not listed for use in the conduct of SEA92T MRCs are justified on the basis of required support for the SEA92T Monitoring Program, a PMT task, and/or specialized troubleshooting requirements.

### B. REQUIREMENTS

SEA92T MRCs are the monitoring and surveillance test procedures which define and list S&TE requirements. Most of these requirements were identified during development of the various performance monitoring procedures. During the life of the MRC, some S&TE requirements will change because of updates and revisions to test procedures or parameters, or advances in instrumentation technology.

### C. RESPONSIBILITIES

1. The Documentation/Test Equipment Branch (SEA92TM3) has the responsibility to provide test equipment technical and management direction to the PMTs. It also has overall responsibility for movements, procurement requests and contractual actions relating to PMT S&TE.

2. The Information Resource Management (IRM) Division of SEA92 (SEA92I) has the responsibility to provide technical and management direction to the PMTs for Automated Data Processing (ADP) equipment located at each PMT. SEA92TM3 is responsible for coordinating all requests for ADP related equipment, except for

requests for complete new/additional computers. ADP related equipment is defined as, but not limited to, additional drives, memory, printers and application boards. SEA92TM3 also provides all ADP related consumables.

3. To ensure the team retains its ability to perform the required monitoring and surveillance tasks, the PMT Leader shall:

- o Ensure all consumables and S&TE required to perform assigned functions are on hand. Consumables should normally be provided by the local squadron.
- o Ensure any MRCs which cannot be accomplished due to equipment shortages are reported to SEA92TM3.
- o Ensure defective equipment is repaired or replaced in a timely manner, and not retained at the PMT in an unusable condition.
- o Promptly and accurately report all asset changes.
- o Not reduce the PMT S&TE inventory without obtaining specific written permission from SEA92TM3.
- o Ensure appropriate technical documentation is available at the PMT or the IMA, to support the S&TE maintenance concept (disparities shall be reported to SEA92TM3 for resolution).

#### D. ACCOUNTABILITY

1. While SEA92TM3 has overall responsibility for the provided S&TE, each PMT leader is accountable for assigned equipment.

2. The PMT Leader is responsible for managing on-site S&TE including planning and budgeting for PMT needs, requisition/procurement of low budget equipment and consumables, S&TE calibration, maintaining custody signature for the assigned S&TE, performance of minor repairs and other functions delineated herein. To assist in these efforts, he will assign subordinates, the duties of EQUIPS Manager, Calibration Manager, OPTAR Manager and Transportation Coordinator. One person can perform more than one duty.

3. If the local tender/support facility changes, the PMT Leader shall ensure the following actions are accomplished:

- o OUTGOING TENDER/SUPPORT FACILITY
  - Offload all PMT S&TE which may be onboard for use, calibration, or repair.
  - Confirm status for any outstanding requisitions the tender may have placed for PMT S&TE repair/replacement.
  - Offload SEA92T provided S&TE documentation.
- o INCOMING TENDER/SUPPORT FACILITY
  - Coordinate with incoming tender calibration personnel to ensure all applicable S&TE is added to the tender calibration recall list.
  - Ensure all equipment under repair by outgoing facility is delivered to the appropriate maintenance activity on the incoming facility.
  - Ensure a workable system is established for requisitioning, stowing and issuing consumables.
  - Transfer cognizant consumable stocks from outgoing to incoming facility.
  - Ensure adequate supporting documentation is onboard the incoming facility or provide for transfer.

#### E. INVENTORY CONTROL

1. To assist the accountability effort, a computer program, designated EQUIPS, has been developed which lists an inventory of SEA92T equipment. EQUIPS is an interactive computerized program designed to operate on PMT and SEA92T computers. The program prompts the user for changes to a local S&TE data base. From these changes a revised data base and a change list are created. PMTs can thus update local records pertinent to S&TE at their facilities at any time. The local EQUIPS printout will append all additions at the end of the initial data base until updated. Periodically, the PMT will create a change file and send it to SEA92TM3. The change file is verified by SEA92TM3 and entered into the master test equipment inventory file. When completed, a new master file is sent back to the PMT.

2. The EQUIPS computer printouts will be used as SEA92T custody documents for test equipment. SEA92TM representatives will hold complete PMT S&TE inventories annually, upon the transfer of the PMT Leader and following any event that results in a substantial, permanent, change to the PMT's S&TE allowance. It is the responsibility of the relieving PMT Leader to inform SEA92TM3 in a timely manner of his pending assumption of duties so that a SEA92TM representative can conduct the turnover inventory. This will prevent doing two inventories in a short time period. It should be remembered that for non-emergency orders, NAVSEA requires 10 working days lead time. The EQUIPS

program can also provide to the PMT Leader lists by divisions, calibration requirements and procurement information for test equipment.

3. To establish uniformity in equipment inventory control and identify persons responsible for equipment, the following steps will be followed:

a. All equipment under the responsibility of the PMT will be listed on the EQUIPS inventory list with the exception of hand tools and consumable items. In cases where hand tools or consumables make up a kit designated to a specific task, the kit will be listed. In cases where equipment has been purchased for the PMT by the local squadron, individual agreements will be made between SEA92TM3 and the PMT as to whether or not the item will be listed on the EQUIPS printout. If squadron equipment is listed on the EQUIPS inventory, the entry should be annotated under Remarks as "Squadron provided". If not listed, the item should appear on an equipage custody card.

b. The PMT Division having direct control or responsibility for each item on the inventory list will be identified in the "DEPT" column of the inventory list.

c. An EQUIPS computer report sorted by DEPT will be run and the LPO for each DEPT will receive a copy of his Division's portion of the list.

d. Each Division will verify, by physical "Hand-on" inventory, that they have possession of the equipment identified on their portion of the inventory list. This verification should include comparison of PMT/manufacture serial numbers. Any additions or deletions will be reported to the EQUIPS Manager and a revised list will be made up.

e. The corrected DEPT list will be signed and dated by the Division LPO or person designated by the PMT Leader as responsible for equipment in that DEPT. The PMT Leader and/or EQUIPS Manager will maintain a current copy of the signed list for each division. Each Division will keep a duplicate copy of the Division inventory list.

f. The inventory list held by the Division will be annotated whenever the status of a piece of equipment changes. This will include the addition or deletion of equipment in the Division and a brief reason for the change.

g. The annotated Division inventory list will be signed and turned over to the PMT EQUIPS manager for inclusion of all changes in the EQUIPS computer list update that is forwarded to SEA92TM3.



h. Quarterly EQUIPS updates should arrive at SEA92TM3 by 15 November, 15 February, 15 May, and 15 August of each year. Use of express mail is authorized, if necessary, to meet these dates. If an annual or PMT Leader relief inventory is scheduled during a quarter, the requirement for the quarterly inventory update may be waived with the prior approval of SEA92TM3.

i. The Division LPO will verify that the changes have been entered correctly, note "changes verified" and the inventory control process will return to "e" above.

j. When a complete PMT S&TE inventory is conducted by a SEA92TM3 representative, two copies of the completed inventory will be signed and dated by the PMT Leader and the SEA92TM3 representative. A copy will be retained by each. If circumstances are such that the relieving PMT Leader is not available before the off going PMT Leader departs, the PMT Leader relief S&TE inventory will be signed for by the Assistant Team Leader. After the new PMT Leader becomes available, he can either relieve the Assistant Team Leader of the inventory, informing SEA92TM3 by PMT Engineering Memorandum (PEM), or leave the inventory in the Assistant PMT Leader's name until the next annual inventory or the Assistant PMT Leader is relieved. At that time, the PMT Leader will sign for the S&TE inventory.

k. If the PMT deems it appropriate to maintain additional S&TE assets they obtained from sources other than SEA92TM3, i.e. decommissioned submarines, it is up to the PMT Leader to decide if this additional equipment should be added to the EQUIPS inventory. If this type of equipment is not added to the inventory, it should be clearly marked, with any symbol that the PMT decides upon (X, XS, etc), to indicate its excess status. If this equipment is not marked, during the annual and PMT Leader relief inventories, the SEA92TM3 representative will direct that this equipment be formally added to the PMT EQUIPS inventory.

l. The PMT Leader will designate, in writing, with SEA92TM3 concurrence, an EQUIPS Manager and an alternate. These positions should be assigned to PMT personnel with at least six months at the PMT, and who do not have primary signature authority for PMT S&TE. Only the PMT Leader, Assistant PMT Leader, and the EQUIPS Manager or his alternate may make entries to the EQUIPS program.

m. Items should be deleted from a PMT's inventory if they are sent to either the SK for repair or to another PMT. The only time an item should be kept on a PMT's inventory, when it is not physically at the PMT, is when the PMT is directed to ship the equipment straight to a repair facility which will repair/calibrate it and return the same equipment to the PMT. The status

of this equipment will be annotated in the Remarks Column of the EQUIPS inventory printout.

n. Ensuring that shipped PMT equipment has been properly deleted/annotated on the PMT EQUIPS inventory has shown itself to be a wide spread problem. For this reason, an Outgoing Equipment Check-Off Sheet has been created based on PMT inputs. The use of this form, shown in Figure 1, is recommended to ensure the PMT EQUIPS manager is kept informed of all equipment moves. If the PMT Leader has a better method of ensuring that shipped equipment is properly annotated on the EQUIPS inventory, he should feel free to use it. Figure 1 was provided by PMT Leaders who have experienced difficulties in tracking the status of shipped equipment. Figure 1 calls for several different personnel. One PMT member can fill more than one of the indicated positions. PMT Leaders are free to tailor Figure 1 to their local requirements/organizations.

## OUTGOING EQUIPMENT CHECK-OUT SHEET

This form shall be routed by the Divisional Equipment Manager of the division shipping the equipment.

- |   | Initials |
|---|----------|
| 1. Divisional Equipment Manager:  |          |
| a. Delete the item from the divisional EQUIPS Inventory Listing.                                      |          |
| b. Schedule a delivery date at DRMO if applicable.  |          |
| c. Deliver the equipment to the PMT Equipment Manager with the following information (if applicable): |          |
| (1) Reason for shipping equipment   |          |
| (2) Destination address   |          |
| (3) Destination point of contact  |          |
| (4) Local point of contact  |          |
| (5) Item name   |          |
| (6) Site serial number  |          |
| (7) Priority  |          |
| (8) Survey document.  |          |
| 2. PMT Equipment Manager:   |          |
| a. Delete the equipment from the Master Inventory Listing with SEA92TM3 concurrence.                  |          |
| 3. Shipping Petty Officer:  |          |
| a. Log the equipment in the outgoing log.   |          |
| b. Prepare the shipping document.   |          |
| c. Make a note of the shipment on the Daily Office Phone Call.  |          |
| 4. Calibration Coordinator:   |          |
| a. Remove the item from the calibration run if the item is permanently transferred.                   |          |
| 5. Divisional Equipment Manager:  |          |
| a. Deliver shipping document to the PMT OIC for transfer approval:                                    |          |
| Approval for transfer: _____  |          |
|   | PMT OIC  |
| b. Deliver equipment along with shipping document to local shipping facility or DRMO (if applicable). |          |
| c. Deliver a copy of the shipping document to:  |          |
| (1) Shipping Petty Officer  |          |
| (2) PMT Equipment Manager   |          |
| d. Forward the completed Outgoing Equipment Check-off Sheet to the PMT Equipment Manager.             |          |

PMT Equipment Manager should retain completed check-off sheet for one year.

FIGURE 1

4. The fact that PMTs provide their own test equipment, and that most of the PMT test equipment is newer than what the ship carries, may result in requests to borrow PMT test equipment to support troubleshooting or performance of non-SMMS MRCs by Ship's Force. If this occurs, the following procedures will be followed:

a. Before lending any test equipment to Forces Afloat, the PMT will receive certificates of reimbursement if the equipment is lost, destroyed or damaged. A convenient way of accomplishing this is to obtain a signed requisition, using the UIC of the ship borrowing the equipment, for the cost of a new item. In this way, if the unit is lost, the PMT just submits the requisition for a new one. If the equipment is returned broken, the PMT Leader can either discuss the cost of repair with the ship in question or buy a new piece of equipment using the signed requisition. Either a DD 1149 or 1348 are suitable to meet this requirement. This is just one of several ways that reimbursement for lost test equipment can be guaranteed.

b. All equipment that is loaned to Forces Afloat will be signed for on a custody card/log. When equipment is returned, it will be signed back to the team on the same custody card/log.

c. Equipment will normally NOT be loaned to units that are deploying, to units leaving the PMT home port for assignment elsewhere, or to visiting units if it is not anticipated the equipment will be returned before the visitor departs. If any of these situations occur, SEA92TM3 will be contacted immediately for specific instructions.

d. Before a piece of equipment is loaned to Forces Afloat, it is the PMT's responsibility to ensure the personnel using the equipment are properly trained in its use.

e. In the case of Computational System Inc. (CSI) vibration equipment, the PMT has become the initial point of supply, rather than the Naval Supply System. If CSI equipment aboard submarines break, the PMT, depending on the time left in the refit/upkeep, will either ship the broken equipment off for repair and return it to the ship when repaired, or replace shipboard equipment with one of their own CSI units, ensuring receipt of proper documentation. If the PMT uses one of their own units to replace a ship's broken CSI equipment, the PMT would then return the broken unit to either the Naval Surface Warfare Center, Carderock or Bremerton Detachments. The PMT will receive either a spare CSI unit or the one they sent, after it is repaired, in return. This unit will then become a PMT asset. The EQUIPS inventory would then have to be updated to reflect these changes. If the PMT is scheduled to hold a CSI unit for one of

its assigned submarines for more than one month, this CSI unit will be added to the PMT EQUIPS inventory using the CSI serial number with an annotation in the Remarks Column "Being held for \_\_\_\_\_." When the CSI equipment is transferred to the submarine, with proper documentation, the EQUIPS inventory entry will be deleted.

f. Some test equipment, referred to as SEA92T Specialized Equipment, either requires specialized training, is specifically manufactured for PMT use, or is expensive and has high failure rates. A list of this Specialized Equipment is contained in Table 1. If any of this specialized equipment is required by Forces Afloat, it is to be provided, but accompanied by a qualified PMT operator regardless of whether or not the equipment application is directory related to SEA92T monitoring. Previous PMT members serving aboard monitored units are NOT considered qualified operators of PMT equipment, regardless of their experience.

1. All non-intrusive flow equipment
2. All thermal imaging equipment
3. Quick look launch test set (QLLTS)
4. Hatch unsticking device
5. Servo valve analyzer
6. R-114 test box
7. GRT test box
8. Automated sonar equipment
9. Fiberscopes/Video Scopes
10. Vertical launch test set
11. Video equipment
12. Mase Test Set (no PMT operator required to accompany equipment when used at sea)
13. Hydraulic jumper test set
14. Phase control board test set
15. Special R-12 black light
16. Governor Test Device.

TABLE 1. SEA92T SPECIALIZED EQUIPMENT

5. S&TE is divided into two general classifications for control purposes. REPORTABLE S&TE is generally valued in excess of \$500.00, is Operations and Maintenance Navy (O&MN) funded and is critical to MRC conduct. Reportable S&TE may not be procured, replaced, or surveyed without specific SEA92TM3 authorization. NONREPORTABLE S&TE is valued at \$500.00 or less, is only O&MN funded, is not critical to SPECIFIC MRC conduct and may be administered by the PMT without specific SEA92TM3 authorization subject to record-keeping and audit requirements. SEA92TM3 will

make the final determination as to whether specific S&TE items are Reportable or Nonreportable. Surveys will be handled in accordance with procedures outlined in Section II, Paragraph O, below. For any equipment used to support the Vibration Monitoring Program (VMP) requirements, SEA92T14 must approve all alterations, procurements, replacements or surveys.

6. THE IMPORTANCE OF ACCURATE AND TIMELY REPORTING CANNOT BE OVEREMPHASIZED. Major uses of the inventory report are:

- o Managing PMT assets and their movement between facilities.
- o Planning Life Cycle support.
- o Projecting program requirements.
- o Highlighting potential S&TE logistic support problems.
- o Providing current equipment status and accountability.
- o Providing S&TE reference documentation.
- o Providing custody responsibility.

7. SEA92TM3 shall be informed of unique support problems so that appropriate direction/assistance can be provided, and will maintain close and continuous working relationship with PMTs on logistics matters.

#### F. BUDGETING

1. The program planning and budgeting cycle is a process spanning seven years. Formulation of S&TE requirements should begin sixteen months prior to the budget year (i.e., June 97 for FY 99) and develop continuously so that a firm procurement is defined six months prior to the start of the budget year in which the procurement is to be initiated. During the six months prior to the budget year all necessary administrative efforts will be completed to facilitate actual procurement of the S&TE when funds are released at the beginning of the fiscal year of planned procurement. S&TE required in the first quarter of any budget year, or before normal administrative and procurement lead times, will be planned for procurement in the prior fiscal year.

2. A budget is supportable only for known requirements. Early identification is essential to the planning and budgeting process. Unfunded requirements create administrative and support

problems. Consequently, budget planning will require emphasis by both SEA92TM3 and the PMTs within their respective areas of responsibility. SEA92TM3 develops and provides updates to the seven year S&TE development and acquisition plan.

#### G. FUNDING

1. A brief description of the two appropriation accounts is provided to determine which is to be used and when. These two accounts are:

- o OPN - Other Procurement, Navy Funds for acquiring durable goods (investment items) which have a unit cost of \$100,000.00 or more.
- o O&MN - Operations and Maintenance, Navy Funds for support items with a unit cost of less than \$100,000.00 and labor costs.

2. Procurement responsibility generally rests with the activity responsible for the funding. Because the PMTs have no OPN funds, all items requiring this type appropriation will be the responsibility of SEA92T. Responsibilities associated with O&MN funds will be shared by SEA92T, the PMT SKs, and the individual PMTs as described below.

3. SEA92TM3 responsibilities are as follows:

- o Planning the S&TE program and updating the out year plans.
- o Budgeting for and procuring S&TE requiring large dollar expenditures and some O&MN not appropriate for the SK to handle.
- o Funding INITIAL provisioning of S&TE repair parts and other consumable required to perform SEA92T monitoring and surveillance efforts.
- o Funding and procurement of large dollar S&TE replacement items which are unrepairable, obsolete or cannot be located.
- o Funding training of the PMT members in use, calibration and maintenance of special test equipment.
- o Funding travel of PMT members.

- o Funding the SK for repair and calibration of non-standard S&TE not within individual PMT or IMA capability.
- o Funding and management of PMT SKs for maintenance and replacement of O&MN funded S&TE.
- o Funding the SK for ADP consumables not available from other sources.
- o Functions listed above for Vibration Monitoring Program equipment are the responsibility of SEA92T14.

4. SEA92TM3 shall be responsible for the determination and initial provisioning of PMT S&TE. Consumable and administrative equipment support will be the responsibility of the respective Squadron via OPTAR funding. The level of funding shall be determined by PMT budget input to the local Squadron in accordance with local regulations and procedures. Maintenance and replacement of PMT S&TE other than consumable will be accomplished through the Atlantic and Pacific PMT SKs with funding and direction provided by SEA92TM3.

5. Consumables are "administrative and housekeeping items, common tools, forms or any other items not specifically defined as equipment or repair parts." This includes items such as office supplies, rags, lube oil sample bottles and cleaning gear. Consumables will be procured from government sources where available. Commercial sources will be used only if not available from the government in time to satisfy the PMT's requirement. PMT support materials, including repair parts which are transferred to a submarine squadron, are to be replaced by the receiving squadron.

6. If a Squadron refuses to fund items that are considered by the PMT Leader to be consumables, or that the Squadron had previously funded, SEA92TM3 should be contacted and some arrangements will be made to deal with the problem.

7. To provide each PMT Leader with more fiscal independence and responsibility, SEA92T will provide each PMT with a credit limit to be known as a "shadow" OPTAR. This "shadow" OPTAR will be on paper only and will enable the PMT Leader to authorize either the Atlantic or Pacific, as applicable, SK to order items for his PMT subject to the following restrictions:

- a. No item with a unit cost of \$300 or greater may be ordered. This amount includes funding of local training.



- b. The authorized credit limit must not be exceeded.
- c. No training may be purchased that involves travel funds.
- d. No repair contracts may be paid for.
- e. No ADP or ADP related hardware is to be purchased. ADP consumables, such as toner and maintenance kits, will be purchased by the Atlantic and Pacific SK out of SEA92T general operating funds.
- f. No illegal items may be purchased.

8. Each PMT will establish an abbreviated credit/OPTAR log in which they will track the items that are authorized to be purchased. The requisition or Equipment/Supply Request Form (Figure 2) will be forwarded to the designated SK who will check the unit price, and price extension, and process the requisition(s). If the extended amount exceeds the obligated amount by 20 percent or \$10, whichever is less, the SK will contact the PMT Leader whose team submitted the requisition, inform him of the problem and proceed as the PMT Leader advises. If the team leader approves the requisition, the local credit/OPTAR log will be changed accordingly. Any requisition with a unit price of \$300 or above, that has not been approved by SEA92TM3, will be rejected and returned to the initiating PMT, with a copy to SEA92TM3. The individual team will be responsible for maintaining the credit/OPTAR log annotating all adjustments, debits and credits; thus the team leader should be able to determine if he has funds to cover a requisition before submission. It is important to note that the team will not be contacted specifically if an adjustment is under the threshold amount or if the requisition is over obligated (amount authorized is more than actual). The team is responsible for noticing and annotating these under threshold or over obligated requisitions. The supporting SK will provide a monthly copy of actual expenditures under this credit system to the team for this purpose.

9. If a PMT needs an item with a price of \$300 or over, an Equipment/Supply Request Form will be submitted providing a complete but brief justification in the Remarks block. This information will be forwarded to SEA92TM3 for review. If approved, the request will be forwarded to the applicable SK and the item will be purchased out of the General Operating Fund and NOT charged to the PMT local credit/OPTAR account.

10. At the PMT Leader's direction, any item with a unit price less than \$300 may be forwarded to SEA92TM3 for consideration as a candidate for funding out of the General Operating Fund. This type of request should be submitted using an Equipment/Supply Request Form. These items should have applications to other PMTs and be more cost effective to purchase in quantity.

## EQUIPMENT/SUPPLY REQUEST FORM

ITEM NAME		MODEL/PART NUMBER		
FSCM	NSN	U/I	QTY	UNIT PRICE
POINT OF CONTACT AT PMT		PMT REQUESTING MATERIAL		

MANUFACTURER INFORMATION		
MANUFACTURER'S NAME		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER	POINT OF CONTACT	

DESCRIPTION OF ITEM

REMARKS

SITE USE

AUTHORIZATION			
SEA92T OFFICIAL	DATE	OFFICER IN CHARGE	DATE
EQUIPS MANAGER	DATE	PMT SUPPLY PO	DATE

FIGURE 2  
II-15

11. If the quarterly PMT credit/OPTAR is expended prior to the end of the quarter, then all requested purchases, regardless of price, must be submitted to SEA92TM3 using Equipment/Supply Request Forms for approval. ALL ITEMS MUST BE JUSTIFIED OR THEY WILL BE REJECTED. This requirement for approval will continue until the next quarter's allocation. If the quarterly credit/OPTAR is not expended by the end of the quarter, the remaining balance will carry over to the next quarter, except for the fourth quarter. The balance of the local credit/OPTAR will not effect subsequent credit/OPTAR allocations. In order to properly expend the funds SEA92TM3 has to use, the fourth quarter will end for the PMTs not later than 1 August of the fiscal year. All funds not expended by the PMT as of this date will be returned to the General Operating Fund. If a PMT Leader determines that additional funds are required, he may request an additional allocation for the quarter, this request must be fully justified and copies of the local credit/OPTAR log for the quarter involved must be included as part of the justification.

12. PMT Pearl Harbor will support the local credit/OPTAR requirements for PMT San Diego and PMT Bangor. PMT Norfolk will support the local credit/OPTAR requirements for PMT New London and PMT King Bay. SEA92TM3 will support the requirements of PMT NPTU, Charleston.

13. The credit/OPTAR allocations will be promulgated by SEM prior to each quarter, or as early in the first quarter of the fiscal year as the SEA92T budget is approved. Do not charge a requisition to a subsequent quarter until that quarter's allocation is actually received.

14. The assigned SK or SEA92TM3 Branch are available for assistance and training.

15. The team member assigned to perform the task of keeping the local credit/OPTAR will be assigned this task for a minimum of one year. Any exception to this must be justified and approved by SEA92TM3 before assignment of a different member to this duty.

#### H. PROCUREMENT

1. SEA92T procurement actions will be accomplished as follows and documented on the S&TE Acquisition Information Form (Figure 3):

SEA92T SUPPORT TEST EQUIPMENT (S&TE)  
ACQUISITION INFORMATION FORM

1. Engineering Division/Branch \_\_\_\_\_ Date \_\_\_\_\_
2. Basis: New MRC \_\_\_\_\_ Revised MRC \_\_\_\_\_  
S&TE Upgrade \_\_\_\_\_
3. Req'd. for MRC No. \_\_\_\_\_ Monitoring of \_\_\_\_\_
4. Item Name: \_\_\_\_\_
5. Suggested Manufacturer/Developer \_\_\_\_\_  
Model No. \_\_\_\_\_ NSN \_\_\_\_\_  
SCAT Code \_\_\_\_\_
6. Functional description (attach specification, catalog, or other information).
7. Required: Range \_\_\_\_\_ Accuracy \_\_\_\_\_  
Resolution \_\_\_\_\_  
Power Source \_\_\_\_\_
8. Identify previous limitations or restrictions (government, weight, size).
9. Identify previous certification testing (government/private and/or required testing: (NSWC eval., commercial lab, etc.)
10. Describe requirement which precludes use of existing equipment (accuracy, range, etc.):
11. Identify SEA92T program impact if equipment is not available.
12. Special Training Required: (yes/no, source)
13. Calibration Requirements: (IMA, Commercial)
14. Mercury exclusion requirements for submarines in accordance with NAVSEAINST 5100.3B apply? (yes/no) \_\_\_\_\_

FIGURE 3

15. Total Units required \_\_\_\_\_  
Location(s) required \_\_\_\_\_
16. Estimated Cost Per Unit \_\_\_\_\_
17. Outyear annual cost \_\_\_\_\_  
(Attach POA&M where applicable)
18. Funding classification: O&NM \_\_\_\_\_ OPN \_\_\_\_\_
19. SEA92T Technical Review Required (yes/no)? MER Remarks:
20. PO/PR/RCP Number \_\_\_\_\_ Date \_\_\_\_\_
21. Remarks (reference related paragraph):

FIGURE 3 (CONT'D)

a. The Engineering Division (SEA92T1, T2, T3) shall prepare test or inspection documentation and, if PMT S&TE is required, establish the following as soon as practical:

- o Parameter measurement requirements of the test (not the test equipment).
- o Degree of accuracy (tolerance) required for the test in terms of absolute or relative values, range, repeatability and resolution.
- o Identify (name, model number) special tools or test equipment that could be used to perform monitoring (if known).
- o Limitations or restrictions to be applied in S&TE selection (size, weight, power source, seawater environment, etc.)

b. SEA92TM3 will determine:

- o Requirements for new, additional, or replacement S&TE procurements.
- o Adherence to mercury exclusion requirements.
- o Required delivery dates.
- o PMTs affected.
- o Duration of projected requirements.
- o Types and sources of non-standard equipment.
- o Supporting documentation requirements.
- o Anticipated initial outfitting and life cycle costs (includes initial spares, documentation, consumable, and backup equipment).
- o Calibration requirements (periodicity and procurement).
- o Level of repair (Organizational, Intermediate, or Depot).

- o Requirements and recommendations for equipment purchase or lease.
- o Total quantity required.
- o Requirements for PMTs with respect to budgeting and procurement of items under their cognizance.
- o Training requirements.

NOTE: If an S&TE item is upgraded by the manufacturer as a substitute and is provided by the supply system, SEA92TM3, with engineering input, will decide whether the modified S&TE is adequate. All S&TE purchase documents will carry this statement:

"In the event of equipment substitution (i.e. providing other than the equipment specified in the SEA92T purchase documents) by the manufacturer or procuring activity, SEA92TM3 will decide whether or not to accept the equipment."

NOTE: For VMP equipment, SEA92T14 will provide instructions to SEA92TM3 regarding this equipment.

c. PMT procurements will be periodically reviewed by SEA92TM3 or a person designated by SEA92TM3 to ensure:

- o S&TE procurement and funding documents are in compliance with Naval Supply System Command directives for Forces Afloat.
- o Atlantic and Pacific PMT OPTARs procurements meet Navy requirements.

2. For the two PMTs that have SKs assigned, the following procurement requirements apply:

a. All the requirements cited that apply to the teams without SKs apply to teams with SKs.

b. The two PMTs that have SKs assigned will get the same local credit/OPTAR allocations that the other PMTs receive. This will place a dual responsibility on the PMT Leader. He will have to manage his local credit/OPTAR and also supervise the use of the General Operating Fund which also resides at his PMT. At no



time should these two areas of responsibility be combined. The SK should be responsible for the General Operating Fund, while some other PMT member maintain the local, abbreviated credit/OPTAR log. This local credit/OPTAR effort is a BOOKKEEPING EXERCISE ONLY, no actual funds will be distributed to PMTs, other than to the CSS-1 and CSS-8 General Operating Funds. To support this effort, the SKs will modify the way in which they designate for whom an item was ordered. The SKs will have two designations for each PMT. One will be for items ordered by the PMT Leader under their local credit/OPTAR. The other will be for items ordered for the PMTs from the General Operating Fund. In the case of the PMTs with the SKs, a third designation may be required for items purchased by the SKs for the rotatable pool.

c. Items ordered by the PMT Leader using their individual credit/OPTAR allocations will not be questioned provided the requirements of Section II, Paragraph G.7 are met.

d. If SEA92TM3 approves the procurement of a requisition from the General Operating Fund, these purchases will be paid for out of the General Operating Fund, unless otherwise directed. All price adjustments for these purchases, whether positive or negative, will be absorbed by the General Operating Fund. If approved they will be sent or faxed, depending on how they were received and their urgency, to the applicable SK.

e. All items purchased by the SK, whether to support the program or to support a local SK, will be approved by SEA92TM3.

f. For this system to work successfully, there must be good communications between the SKs, their PMT Leaders and SEA92TM3.

(1) The SKs will be required to provide the following to SEA92TM3:

(a) General Operating Fund remaining balances provided monthly from October through June and weekly from July through September.

(b) One copy of SK OPTAR logs monthly from October through June and weekly from July through September.

(2) SEA92TM3 will be required to provide:

(a) Individual approvals or disapproval for items that exceed \$300 unit price and for all items that exceed authorized OPTAR allocation, as required.

(b) Summary report of items that have been authorized to be purchased over and above the local credit/OPTAR request.

(c) Quarterly credit/OPTAR allocations to each team.

#### I. SUPPORT AND TEST EQUIPMENT SELECTION

1. Selection of PMT S&TE to meet new requirements will first take into consideration:

- o Existing PMT S&TE Inventory
- o Ships Portable Electrical/Electronics Test Equipment Requirements List (SPETERL)
- o Ships Allowance Equipage List (AEL)
- o Standard PMS Material Identification Guide (SPMIG)
- o Existing Navy Supply supported equipment
- o TRIDENT preferred S&TE. If the equipment is PMT provided, TRIDENT preferred equipment does not have to be used.
- o Existing ADP capability at the PMT

2. Electronic/electrical test equipment will be selected from MIP-STD-1364 (Standard General Purpose Electronic Test Equipment) or NAVSEA ST000-AA-IDX-010-PEETE (Portable Electrical/Electronic Test Equipment Index) whenever possible. When all required test parameters cannot be met by using standard equipment and when the equipment required is general purpose electronic/electrical test equipment, the provisions of MIL-STD-1387 (Preparation and Submission of Data for Approval of Non-Standard General Purpose Electronic Test Equipment) shall be followed. Additionally, commercial sources of S&TE shall be investigated.

3. S&TE which is not covered by the above documents is considered non-standard and special purpose in nature. Should it be determined that only non-standard S&TE meets SEA92T requirements, the following actions will be taken.

a. SEA92TM3 Equipment Specialist, in company with the cognizant engineer, will complete a SEA92T S&TE Acquisition Information Form (Figure 3).

b. The Equipment Specialist will ensure other engineers having an interest in the PMT S&TE to be procured will have an opportunity to review and provide comments on the Acquisition Information Form prior to commencement of purchase actions.

c. Ensure proposed new equipment is compatible with existing ADP assets at the PMTs, if applicable.

d. SEA92TM3 will execute finalized PMT S&TE Acquisition Information Form.

e. SEA92TM3 will ensure S&TE specifications are included in bid requests released by the contracting activity, that the contracting activity faithfully evaluates the candidate equipment proposed by contractors, and will ensure use of proper funds.

4. TRIDENT common S&TE will be used whenever those equipments satisfy monitoring requirements. This S&TE is part of the Trident Refit Facility (TRF) S&TE pool and will be calibrated, repaired and procured in accordance with TRF procedures. Where the schedule does not permit and/or TRIDENT common S&TE does not exist, SEA92T will provide the needed S&TE.

5. Engineering personnel who are developing an MRC or prototype PMT S&TE will inform SEA92TM3 using the PMT S&TE Acquisition Information Form, as soon as MRC/test S&TE requirements are defined. This will allow time to adequately assess whether commercial off-the-shelf S&TE meets monitoring requirements and, if PMT S&TE is not available, to plan for procurement. Complete criteria and MRCs will be reviewed by SEA92TM3 to ensure adequate S&TE has been programmed. If adequate S&TE has not been programmed, issuance of the MRC will be delayed by SEA92TM3 until required S&TE can be provided.

#### J. S&TE REPAIR/MAINTENANCE REPORTING

1. Except for minor part replacement, PMT personnel will not attempt to repair defective test equipment

2. Much S&TE is repaired by the IMA. If the S&TE is beyond the capability of the local activity to service, the Atlantic or Pacific PMT SK shall:

- o Arrange for repair/calibration at the SEA92T designated service activity.
- o Provide for payment to other Naval activities or properly designated contractors.

- o Maintain records of repairs/calibrations performed and attendant costs.

3. Out of commission S&TE will not be reported on the EQUIPS report as simply "Broken". EQUIPS should report the item's repair status, including action taken and estimated time for repair.

4. The Daily Official Phone Call will also report major out of commission PMT S&TE and repair status.

5. Excess S&TE reported on EQUIPS will elicit disposition instructions from SEA92TM3 only if requested in writing by the PMT.

6. If local repair of test equipment is to be accomplished, the PMT will avoid making "verbal contractual commitments" to the local repair facility. The applicable SK will handle all repair contracts.

#### K. PMT ROTATABLE POOL

1. To ensure the timely availability of PMT S&TE, a rotatable pool of backup equipment has been established at the Norfolk PMT. The decision to procure backup S&TE is based on the periodicity and critical nature of the tests, the IMA repair and calibration capability, the availability and capability of substitute equipment and cost. Release and transfer of these assets shall be as directed by SEA92TM3. Inventory control of these assets will be the responsibility of the SUBLANT PMT SK.

- o VMP Rotatable Pool is located at the Naval Surface Warfare Center, Carderock and Bremerton Detachments and is controlled by SEA92T14.

2. If an S&TE unit fails and it is necessary to quickly obtain a working unit, the PMT shall notify SEA92TM3 to determine the location of a working unit. SEA92TM3 will direct the shipment of an available working unit to the PMT. The PMT shipping the S&TE will inform both SEA92TM3 and the receiving PMT of the shipment by sending a PEM containing all necessary shipping information or by faxing copies of the shipping information. Unless special arrangements have been made when the equipment is shipped, it should be deleted from the EQUIPS list. The receiving PMT will acknowledge receipt by telephone and add the item to their EQUIPS list.

#### L. TECHNICAL DOCUMENTATION

1. Technical documentation provides the link between the personnel and the equipment. This includes drawings; operating,

maintenance, and modification instructions; inspection, test and calibration procedures; and parts lists. SEA92TM3 will ensure equipment provided to the PMTs is accompanied by the necessary technical documentation. SEA92TM3 will also resolve problems in technical documentation such as information gaps and/or errors.

2. SEA92T will determine the extent of documentation required in addition to that normally provided by the manufacturer at the time of purchase. Problems in technical documentation such as errors or lack of definitive information will be resolved on a case basis.

3. When equipment is received at the PMT, the Test Equipment Coordinator will:

- o Mail copy of invoices or receipt documents to the applicable SK or SEA92TM3, as directed.
- o Ensure reference manuals are accounted for.
- o Stow retained manuals in a manner providing easy accessibility and accountability.
- o Notify the IMA of receipt of equipment and determine documentation requirements for calibration and repair; notify SEA92TM3 and SK of shortages.
- o Ensure all items are entered and accounted for on the EQUIPS listing.
- o Notify the Calibration Coordinator of the receipt of equipment.
- o Ensure all equipment is identified by a SEA92T PMT assigned serial number. If not, assign one. All PMT assigned serial numbers will be made up of the Julian date the item was serialized, the PMT squadron number and the sequential item number used that day. The groups of numbers will be separated by an "X". (Example: 2152X17X5, 2152=JULIAN DATE; X17=CSS-17 PMT; X5=fifth item serialized by CSS-17 PMT on that day.) The only exceptions to this requirement are the flow and thermal imaging equipment which will be entered into the EQUIPS inventory by the RSO number assigned by the NAVAL SURFACE WARFARE CENTER, CARDEROCK Division, Philadelphia, PA, the dewpoint monitor which will be entered into the EQUIPS inventory by the dewpoint serial number assigned by NSWC, Crane Division, and the

CSI equipment which will be entered to the EQUIPS inventory by the manufacturer's serial number.

- o Rotatable pool equipment will be identified in the same manner as above.

#### M. CALIBRATION

1. Most of the S&TE in the PMT inventory requires periodic calibration to ensure data accuracy and repeatability. That portion of the PMT S&TE inventory which must be calibrated is commonly referred to as Test, Measurement and Diagnostic Equipment (TMDE). SEA92T responsibilities relative to TMDE are as follows:

- o Coordinating calibration related matters between SEA92T, the PMTs and other supporting activities.
- o Identifying and funding calibration facilities to support unique SEA92T Performance Monitoring S&TE.
- o Ensuring all new TMDE procurements address calibration requirements and procedures.
- o Monitoring TMDE calibration status at the PMTs using the calibration recall list and computer assisted status listings associated with EQUIPS.
- o Ensuring approved procedures for calibrating SEA92T TMDE are at the PMT and/or in the hands of personnel responsible for completing calibration.
- o Initiating requests for approved procedures from MEC, Corona when required but not held at the PMT nor available from sources listed in the METRL.

2. Non-standard equipment which is introduced into the system requires special precautions to ensure calibration requirements are considered. Procedures not listed in the METRL must be developed by an appropriate metrology activity, or arrangements must be made for return to the manufacturer or recognized Navy Facility for calibration. Periodicity will be as recommended by the manufacturer unless modified by the metrology activity or SEA92T because of requirements for similar equipment or based on the results of a special test program.

CAREFUL ATTENTION MUST BE EXERCISED BY THE PMTS TO ENSURE THE PROPER CALIBRATION STATUS IS MAINTAINED.

3. TMDE used by the PMT will be calibrated by local calibration facilities when available (IMA, TENDER, TRF, RMF, SWFPAC/LANT, etc).

4. PMT responsibilities relative to TMDE are as follows:

a. Ensuring all calibratable S&TE (TMDE) is calibrated in a timely manner.

b. The importance of using TMDE with a current calibration status cannot be overemphasized. The validity of acquired data requires a "closed loop" in traceability from the previous calibration to the current calibration. The use of uncalibrated TMDE invalidates the data collected and defeats SEA92T's purpose.

c. Calibration procedures and periodicities shall be as designated by the Navy Metrology Engineering Center or the METRL. The periodicity and activity responsible for calibrating the equipment are listed on the METRL.

d. Each PMT Leader shall designate a Calibration Coordinator whose duties are to:

- o Verify that approved calibration procedures are on-site and notify SEA92TM3 if procedures are not available.
- o Ensure all calibratable equipment is on the IMA calibration recall schedule and is being calibrated in a timely manner.
- o Ensure all equipment rejected by a calibration facility is repaired, transferred or surveyed in accordance with applicable instructions IN A TIMELY MANNER.
- o Conduct a continuing review of PMT calibration status. The principle concerns will be:
  - Effectiveness of the calibration effort.
  - Quantity of INACTIVE, REJECTED, and CALIBRATION PAST DUE entries reflected for the PMT.
  - General procedural matters.
- o Ensure TMDE not within local capability is expeditiously shipped to the designated facility when calibration is due.

## N. SUPPLY SUPPORT

1. Identifying and procuring S&TE required by the PMTs shall be under the overall direction of SEA92TM3 with designated procurements performed by the SUBLANT and SUBPAC PMT storekeepers.

a. Consumables - The PMTs shall maintain an adequate inventory of consumables to ensure all testing is accomplished as scheduled. Procurement should be made through the squadron except for computer related consumables which will be procured by SEA92TM3 through the PMT storekeepers. Any other consumables may be procured through the SUBLANT or SUBPAC PMT SKs by exception only. SEA92TM3 will provide assistance:

- o Recommending items for local supply system stocking.
- o Requiring procurement of items on a systematic and quantity basis.
- o Providing necessary guidance and initial funding for unique procurements by the PMTs.
- o All consumables for VMP will be provided by either the Naval Surface Warfare Center, Carderock or Bremerton Detachments at the direction of SEA92T14.

b. Maintenance and repair of PMT computer equipment, less consumables, is handled under a GSA maintenance contract. The maintenance contract only covers computer components that were purchased by SEA92T and appear on an authorized maintenance list provided to GSA. This maintenance listing can be updated via the EQUIPS Inventory Program. New computer equipment should be placed on the GSA authorized maintenance list as soon as possible.

2. Supply support for PMT non-consumable S&TE will normally be provided by the Norfolk PMT SK for SUBLANT PMTs and the Pearl Harbor PMT SK for SUBPAC PMTs. Supply support includes repair, replacement, maintenance agreements and procurement of standard support equipment. SEA92TM3 will provide assistance:

- o Authorizing/arranging for substitute S&TE from the rotatable pool as necessary.
- o Ensuring S&TE status and inventory records, including EQUIPS, are updated to reflect the current situation.
- o Tracking shipment progress of S&TE.



a. Repair parts will not be stocked by PMTs. The IMAs and RMFs primarily, and other local support resources, are available to the PMTs for S&TE repair. S&TE repair/maintenance which requires support outside the local area will be controlled by SEA92T. SUBPAC and SUBLANT PMT SKs will assist as directed.

b. Provisioning is a process of determining the range (item selection) and depth (item quantities) of S&TE, repair parts, and consumables required over time. Provisioning PMT S&TE is the responsibility of SEA92TM3. Consumable provisioning, however, is predicated on usage rates at the PMTs, making it more practical that the PMTs manage their consumables, except in the case of computer consumables. Local consumable control entails the need of advance planning and budgeting of sufficient local OPTAR funds.

3. SEA92T will not normally support temporary or experimental S&TE or computer requirements unless the requirement has been justified far enough in advance to allow for budgeting. If the requirement has not been budgeted, it will only be supported if the originator provides SEA92TM3 sufficient funding to support the initiative.

4. SEA92T funds are not authorized for use in providing spare parts to Forces Afloat for their use in equipment repair. These parts should be purchased using the ship's OPTAR or by the local IMA.

5. Supply support requirements should be submitted either by completed requisitions, completed Equipment/Supply Request Form (Figure 2) or in writing to the appropriate PMT SK. The written requests should contain the following information to the maximum extent known:

a. PMT Request Form Number, i.e. CSS-1-6, sixth request from CSS-1 PMT.

b. Source of Funding--either PMT local credit/OPTAR or SEA92T General Operating Fund.

c. Item name

d. Model/Part Number

e. Stock Number

f. Unit of Issue

g. Quantity required

h. Unit Price

i. Total Price

j. PMT Point of Contact

k. Manufacturer's Information

Name

Cage

Address

Phone Number (if known)

Point of Contact (if known)

1. Description. Be as specific and detailed as possible. Include (if available) manufacturer's drawing or piece number, technical manual or catalog number.

m. Remarks. Include date material required, and if there are any extenuating circumstances regarding urgency of need, include these also.

n. Authorization/Approval (as applicable).

These requirements should be submitted as far in advance as possible. The longer the lead time, the greater the probability that you will have your material in hand when you need it.

6. PMTs will not make verbal contacts to purchase material or services. Requirements for material or services will be processed in accordance with local IMA or supply activity procedures. Verbal contracts expose the maker to personal liability for the amount of the contract. If a PMT requisition must be expedited, the local Squadron Supply Officer or IMA Submarine Supply Assistance Team (SUBSAT) Officer can provide assistance.

#### O. MATERIAL SURVEY

1. Material survey procedures are outlined in NAVSUP P-485, Supply Afloat. The Team Leader, Assistant Team Leader, Test Equipment Coordinator and Calibration Coordinator should refer to these procedures. The local Squadron Supply Officer will provide guidance on conduct of investigations and preparation and maintenance of survey forms and logs. If test equipment has a dollar value in excess of \$100, it could fall in the missing, lost, or stolen category. This category of equipment requires special procedures for which, in most cases, parent squadrons will provide assistance. If the parent squadron decides not to become involved in this survey action, the equipment will be surveyed under SEA92T authority.

2. Damage and loss of reportable and non-reportable S&TE must be reported to SEA92TM3 via the EQUIPS reports and documented in the PMT's survey records. The EQUIPS report should cite the

survey and expenditure numbers in the REMARKS column. A copy of the survey document for reportable S&TE will be sent to SEA92TM3.

P. TRAVEL

1. SEA92TM has complete responsibility for PMT travel. This travel will be funded through one or both of the PMTs manned with storekeepers.

2. The following requirements apply:

a. All approved training requests are automatically approved for travel.

b. Any nontraining related travel must be requested, preferably by PMT Engineering Memo, and approved. The travel request should include any specific travel requirements that are desired, i.e., driving vice flying.

c. If approved, a Travel Funding Authorization letter containing all necessary appropriation data will be issued to the PMT. The instructions on this letter MUST BE FOLLOWED EXACTLY.

d. The PMT will initiate travel orders based on the Travel Funding Authorization letter and the PMT member will carry out the travel. Upon completion of travel, the claim will be promptly liquidated.

3. Once the Travel Funding Authorization letter is issued, any changes must be for the good of the Navy. Personal preference is not sufficient justification for changing travel authorizations. The requirements of the funding authorization letter MUST be adhered to. Unauthorized deviations could place the traveler at risk for personally having to pay for the travel.

4. The Joint Travel Regulations and Navy per diem rates are always in effect for PMT travel. Violating the rules or exceeding the published per diem rates could result in the traveler having to pay for all or part of the travel.

5. Vehicles needed for travel will be shared between PMT members whenever possible. This sharing includes between PMT members of different PMTs. WHEN VEHICLE SHARING IS NOTED, PRIOR CONTACT BETWEEN ALL PARTIES INVOLVED SHOULD OCCUR.

6. Any PMT member can decline his travel orders with sufficient justification.

## Q. TRANSPORTATION

1. Equipment being transferred to another location will be in accordance with local procedures. The transportation Coordinator will:

- o Ensure S&TE is packed to minimize damage.
- o Include the equipment description, Transportation Control Number (TCN)/aircraft type and tail number/destination/Bill of Lading number on all shipment related messages/correspondence to ensure shipment traceability. This information will be forwarded to SEA92TM3 and receiving PMT to allow S&TE tracking and loss prevention.
- o Affix SEA92T Shipping stickers (Figure 4) to the outside of shipping containers.
- o Conduct receipt inspections and report equipment damage to SEA92TM3. Report as much detail as possible to use in identifying trends or problem areas.
- o S&TE must always be shipped "fastest traceable means". Fastest traceable means are limited to:
  - Military Airlift Command (MAC) regular shipment
  - Military Airlift Command (MAC) signature service Shipment
  - Small package shipment by commercial airlines which provide counter to counter delivery
  - U.S. Postal Service express mail
  - Commercial express package service

2. SEA92T PMT S&TE shall be prepared for shipment in accordance with MIL-STD-749D. The following guidelines apply:

PACKAGING - Equipment in the program used for support, testing, and inspection usually falls under the criteria describing "critical physically," "delicate", and "fragile". Packing shall meet Level B requirements for protection during shipment. When it is known that the equipment will require servicing, calibration or repair, or will be subject to rigors in handling, a reusable container or equipment closure device(s) will be provided if available. All packaging shall meet the criteria of a Type 3, difficult load.

PACKING - Suspension or cushioning systems shall be capable of protecting the contained item(s) during shipping and handling. Movement within the packing container will be controlled or restrained to prevent contact of equipment with the container or support structure. In addition, the packing (and/or packing container) shall protect the item it contains from the environment if it is likely the environment could harm the contents during shipping and handling.

SHIPPING - A variety of routes are available for shipment to and from submarine facilities and various U.S. cities. Air transportation is preferred as it is fast and reliable. Shipment via the most direct route is desired. Modes of transportation listed in Section II, Paragraph Q should be used.

3. To lessen the possibility of shipments being lost in transit, the Norfolk SK shall furnish stickers as shown in Figure 4. The stickers are addressed to the intended destination, then placed on the front (top) and rear (bottom) of the shipping container. Current PMT shipping addresses are shown in Table 2.

<p style="text-align: center;"><u>U.S. GOVERNMENT (SEA92T) PROPERTY</u></p> <p>INTENDED DESTINATION: _____</p> <p>_____</p> <p>_____</p> <p>In the event of misrouting or doubt concerning the destination of this shipment, please contact Naval Sea Systems Command (SEA92TM3), Arlington, VA, by mail or phone DSN 664-5394 or Commercial (703) 604-5394.</p>
--

FIGURE 4 - SHIPMENT STICKER

4. If the nature of the shipment is URGENT and air shipment is required, Transportation Priority 1 (TP1) should be designated on the shipping documents. If the nature of the shipment is not urgent, Transportation Priority 3 (TP3) should be used.

R. CONTROLLED EQUIPAGE

All PMT S&TE that qualifies as controlled equipage per the Controlled Equipage Item List (CEIL) (NAVSUP P-485. Appendix II) will be managed as such in accordance with NAVSUP P-485 (Supply Afloat) and local procedures. This will be done in addition to inventory requirements of this LSP.

S. STORAGE

PMT S&TE must be stored in an area which will minimize loss due to pilferage and adverse environmental factors. The storage area should be dry, heated or air conditioned as appropriate, and locked. The S&TE should be stored to ease inventory control and identification. Shelves and compartments should be labeled to ensure equipment is removed from and replaced in the same location.

NEW LONDON

SUBMARINE SQUADRON TWO  
SMMS PERFORMANCE MONITORING TEAM  
NAVAL BASE NEW LONDON, BLDG 2, LOWER BASE  
NEW LONDON, CT 06349-5100

NORFOLK

SUBMARINE SQUADRON EIGHT  
SMMS PERFORMANCE MONITORING TEAM  
YFNB-31, PIER 23T NAVAL BASE NORFOLK  
NORFOLK, VA 23511

KINGS BAY

SUBMARINE SQUADRON TWENTY  
SMMS PERFORMANCE MONITORING TEAM  
580 MARIANO G. VALLEJO AVE  
NAVAL SUBMARINE BASE, BLDG 5060, RM 262  
KINGS BAY, GA 31547-7100

BANGOR

SUBMARINE SQUADRON TWO  
SMMS PERFORMANCE MONITORING TEAM  
NAVAL SUBMARINE BASE BANGOR,  
BLDG 7177, MARGINAL WHARF  
SILVERDALE, WA 98315-5200

SAN DIEGO

SUBMARINE SQUADRON ELEVEN  
SMMS PERFORMANCE MONITORING TEAM  
137 SYLVESTER ROAD  
SUBMARINE BASE  
SAN DIEGO, CA 92106-3521

PEARL HARBOR

SUBMARINE SQUADRON ONE  
SMMS PERFORMANCE MONITORING TEAM  
UNIT 25109, BLDG 661  
NAVAL BASE  
PEARL HARBOR, HI 96860

NPTU

NUCLEAR PROPULSION TRAINING UNIT  
SMMS PERFORMANCE MONITORING TEAM  
1260 SNOW POINTE ROAD  
GOOSE CREEK, SC 29445-1612

TABLE 2 - PMT MAILING ADDRESSES

## APPENDIX A - LIST OF ACRONYMS

ADP	AUTOMATED DATA PROCESSING
AEL	ALLOWANCE EQUIPAGE LIST
CEIL	CONTROLLED EQUIPAGE ITEM LIST
CONUS	CONTINENTAL UNITED STATES
CSI	COMPUTATIONAL SYSTEMS INC.
DRMO	DEFENSE RECLAMATION MATERIAL OFFICE
FY	FISCAL YEAR
GPTE	GENERAL PURPOSE TEST EQUIPMENT
GSA	GENERAL SERVICES ADMINISTRATION
IMA	INTERMEDIATE MAINTENANCE ACTIVITY
IRM	INFORMATION RESOURCE MANAGEMENT
LCM	LIFE CYCLE MANAGER
LPO	LEADING PETTY OFFICER
LSP	LOGISTIC SUPPORT PLAN
MAC	MILITARY AIRLIFT COMMAND
MEC	METROLOGY ENGINEERING CENTER
METRL	METROLOGY REQUIREMENT LIST
MOM	MILITARY OFFICIAL MAIL
MRC	MAINTENANCE REQUIREMENT CARD
NSN	NATIONAL STOCK NUMBER
NSWC	NAVAL SURFACE WARFARE CENTER
NSWCCD	NAVAL SURFACE WARFARE CENTER, CARDEROCK DIVISION
NWSC	NAVAL WEAPONS SUPPORT CENTER



PO	PROJECT ORDER
O&MN	OPERATIONS AND MAINTENANCE NAVY
OPN	OTHER PROCUREMENT NAVY
OPTAR	OPERATING TARGET
PEM	PERFORMANCE MONITORING TEAM ENGINEERING MEMORANDUM
PMS	PLANNED MAINTENANCE SYSTEM
PMT	PERFORMANCE MONITORING TEAM
RFI	READY FOR ISSUE
RCP	REQUEST FOR CONTRACT PROPOSAL
RMF	REQUEST MAINTENANCE FACILITY
S&TE	SUPPORT AND TEST EQUIPMENT
SAM	SPACE AVAILABLE MAIL
SCAT	SUB CATEGORY CODE
SEM	SMMS ENGINEERING MEMORANDUM
SK	STOREKEEPER
SPETERL	SHIPS' POTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST
SPMIG	STANDARD PMS MATERIAL IDENTIFICATION GUIDE
SUBLANT	SUBMARINE FORCE, ATLANTIC
SUBPAC	SUBMARINE FORCE, PACIFIC
SUBSAT	SUBMARINE SUPPORT ASSISTANCE TEAM
SWFLANT	STRATEGIC WEAPONS FACILITY, ATLANTIC
SWFPAC	STRATEGIC WEAPONS FACILITY, PACIFIC
TMDE	TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT

TRF	TRIDENT REFIT FACILITY
UIC	UNIT IDENTIFICATION CODE
VMP	VIBRATION MONITORING PROGRAM
WR	WORK REQUEST